

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA



ELECTRONIC PAYMENT GUIDE

OVERVIEW

Electronic Case Filing (ECF) enables authorized filers to remit filing fees to the U.S. Treasury as part of the electronic filing process. Payments can be made either by Automated Clearing House (ACH) or by credit card. Upon the successful submission of a document requiring a filing fee, filers have the option of paying after each transaction or paying for all transactions made in a given day.

PROCEDURE

After filing a document requiring a fee, a prompt to pay will appear¹. Select either Pay Now or Continue Filing. If using the Continue Filing option, a screen summarizing accumulated charges due will appear after each document is filed.

Summary of current charges 		
Date Incurred	Description	Amount
2018-11-29 13:43:23	Chapter 7 Voluntary Petition(18-00403-7) [misc,volp7] (335.00)	\$ 335.00
2018-12-10 13:09:50	Chapter 13 Voluntary Petition(18-00417-13) [misc,volp13] (310.00)	\$ 310.00
2018-12-10 13:16:08	Chapter 13 Voluntary Petition(18-00418-13) [misc,volp13] (310.00)	\$ 310.00
2018-12-11 11:02:08	Motion to Reopen Bankruptcy Case(10-07549-JMC-7) [motion,mreop] (260.00)	\$ 260.00
2019-02-15 15:34:01	Amended Schedule(s)(19-00004-JJG-7) [misc,amdsch] (31.00)	\$ 31.00
		Total: \$1246.00

¹ If filing an amended document where no fee is due, do not proceed with payment. Instead e-mail nofee@insb.uscourts.gov to request that the fee incurred be removed. Include:

1. Name of filer (attorney)
2. Case number
3. Event
4. Amount due
5. Date of filing
6. Reason fee is not due

You will receive e-mail notification of the status of your request.

From the Utilities menu, select Internet Payments Due.

Utilities

Your Account

- [Credit Card Payments Outstanding](#)
- [Docket Summary](#)
- [Internet Payments Due](#)
- [Internet Payment History](#)
- [Maintain Your ECF Account](#)
- [View Your Transaction Log](#)
- [Your PACER Account...](#)

Miscellaneous

- [Check PDF Document](#)
- [Court Information](#)
- [Links to Other Courts](#)
- [Mailings](#)

Select the fee(s) to be paid and click Next.

Internet Payments Due

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2018-11-29 13:43:23	Chapter 7 Voluntary Petition(18-00403-7) [misc,volp7] (335.00)	\$ 335.00
<input checked="" type="checkbox"/>	2018-12-10 13:09:50	Chapter 13 Voluntary Petition(18-00417-13) [misc,volp13] (310.00)	\$ 310.00
<input checked="" type="checkbox"/>	2018-12-10 13:16:08	Chapter 13 Voluntary Petition(18-00418-13) [misc,volp13] (310.00)	\$ 310.00
<input type="checkbox"/>	2018-12-11 11:02:08	Motion to Reopen Bankruptcy Case(10-07549-JMC-7) [motion,mreop] (260.00)	\$ 260.00
<input type="checkbox"/>	2019-02-15 15:34:01	Amended Schedule(s)(19-00004-JJG-7) [misc,amdsch] (31.00)	\$ 31.00

Next Clear

Verify amount(s) and click Pay Now.

Internet Payments Due

Date Incurred	Description	Amount
2018-11-29 13:43:23	Chapter 7 Voluntary Petition(18-00403-7) [misc,volp7] (335.00)	\$ 335.00
2018-12-10 13:09:50	Chapter 13 Voluntary Petition(18-00417-13) [misc,volp13] (310.00)	\$ 310.00
2018-12-10 13:16:08	Chapter 13 Voluntary Petition(18-00418-13) [misc,volp13] (310.00)	\$ 310.00
		Total: \$955

Pay Now

Once the fees are selected, you will be redirected to PACER to enter your credentials.

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username * brianatty1

Password *

Login

Clear

Cancel

Not brianatty1? [Click here to login as a different user](#)

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Select a payment method (credit card or ACH) and click Next. One-time payments, different from a stored payment method, may be processed by selecting the ‘Enter a credit card’ or ‘Enter an ACH account’ radio buttons.

PACER Links	MANAGE MY ACCOUNT
Court Links	Welcome, Brian Attorney Logout
Search PACER Case Locator	
Announcements	
Frequently Asked Questions	
Resources	
Manage My Account	

Account Number	7033863
Username	brianatty1
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Pay Filing Fee for Indiana Southern Bankruptcy Court (test) - NextGen

*** Required Information**

Payment Amount

Amount Due * \$955.00

Select a Payment Method

 Brian Attorney
XXXXXXXXXXXX1111
01/2022

 Brian Attorney
X2345
042000424

Enter a credit card

Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

If you need to add, update and/or delete a stored payment method, click [here](#).

Review the payment method, payment details and email address. Check the box to authorize the payment and click Submit.

Ensure sufficient funds are available on the credit card or in the checking account used for payment to cover the fees due. If all fees due are not paid within 24 hours, the Clerk's office will docket a deficiency notice and your ECF account will be locked. You will be unable to file further documents until delinquent fees are paid.

- PACER Links**
- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, Brian Attorney

Logout

Account Number 7033663
Username brianatty1
Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account

Pay Filing Fee for Indiana Southern Bankruptcy Court (test) - Next Gen

Payment Summary

PAYMENT METHOD



XXXXXXXXXXXX1111
01/2022

Brian Attorney
1234 South Ave
Zionsville, IN
46077
USA

PAYMENT DETAILS

Payment Amount \$955.00
Fee Type Filing Fee

Email Receipt

Email
Confirm Email
Additional Email Addresses

Authorization

I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *



Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit

Back

Cancel

A PACER payment confirmation will appear before being redirected to the ECF payment confirmation screen.

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account**

MANAGE MY ACCOUNT

Welcome, **Brian Attorney** Logout

Account Number	7033663
Username	brianatty1
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Pay Filing Fee for Indiana Southern Bankruptcy Court (test) - NextGen

Payment Successful

Your payment was successful. You will now be redirected back to Indiana Southern Bankruptcy Court (test) - NextGen to view your receipt or complete your transaction.

If you are not redirected within 30 seconds, click the 'Submit' button below. Do not click the Refresh or Back buttons, as this may result in multiple charges.

If this problem continues to occur, please contact the court.

Submit

The ECF payment confirmation screen will detail the amount(s) paid and provide a transaction number for your records. A docket entry is also added to each case where a payment was recorded.

Thank you. Your transaction in the amount of **\$ 955.00** has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is **A27391517**.

Detail description:

Chapter 7 Voluntary Petition([18-00403-7](#)) [misc,volp7] (335.00)
Chapter 13 Voluntary Petition([18-00417-13](#)) [misc,volp13] (310.00)
Chapter 13 Voluntary Petition([18-00418-13](#)) [misc,volp13] (310.00)

Add/edit/ delete a stored payment method:

Click Manage My Account

The screenshot shows the 'MANAGE MY ACCOUNT' page. On the left is a 'PACER Links' sidebar with 'Manage My Account' highlighted. The main content area shows account details for 'Brian Attorney' (Account Number: 7033663, Username: brianatty1, Account Balance: \$0.00, Case Search Status: Active, Account Type: Upgraded PACER Account). Below this is a 'Pay Filing Fee for Indiana Southern Bankruptcy Court (test) - NextGen' section. It includes a 'Required Information' field for 'Payment Amount' with 'Amount Due *' of '\$955.00'. Underneath is a 'Select a Payment Method' section with three options: VISA (selected), ACH, and 'Enter a credit card' / 'Enter an ACH account'. A note at the bottom states: 'Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.' 'Next' and 'Cancel' buttons are at the bottom.

On the Payments tab, select Manage My Stored Payment Information

This screenshot shows the same 'MANAGE MY ACCOUNT' page, but with the 'Payments' tab selected in the navigation bar. A red arrow points to the 'Payments' tab. In the main content area, the 'Manage My Stored Payment Information' link is highlighted with a red box. The account details and sidebar remain the same as in the previous screenshot.

Update or Delete an existing payment method and/or add a new stored payment method (credit card/ ACH payment).

PACER Links
Court Links
Search PACER Case Locator
Announcements
Frequently Asked Questions
Resources
Manage My Account

MANAGE MY ACCOUNT

Welcome, Brian Attorney

[Logout](#)

Account Number	7033663
Username	brianatty1
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Manage My Stored Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

Select your method of payment from the Add Credit Card and Add ACH Payment options below. You may store up to three payment methods.

Note: Updating a payment method on this screen does not process a payment. Use the Make One-Time PACER Fee Payment option to pay your PACER fees.



Autobill PACER fees
 E-filing fees default
 Admissions fees default

XXXXXXXXXXXX1111
01/2022

Brian Attorney
1234 South Ave
Zionsville, IN
46077

[Update](#)
[Delete](#)



E-filing fees default
 Admissions fees default

X2345
042000424

Brian Attorney

[Update](#)
[Delete](#)

[Add Credit Card](#)
[Add ACH Payment](#)

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

[Back](#)